

PageSetter

**Desk Top Publishing
Software for the Amiga**

**SPECIAL
EDITION**

Includes
Hyphenation Module
LaserScript
FontSet 1

The
**GOLD
DISK**

PageSetter

Desk Top Publishing
Software for the Amiga

User's Guide

The
GOLD
DISK

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USER'S GUIDE

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PRINTED IN CANADA

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CHAPTER 1

INTRODUCTION

1.1 ABOUT PAGESETTER

Welcome to PageSetter! Combining power and flexibility, PageSetter is a revolutionary new software tool designed to give you complete control over page layout and design. PageSetter takes full advantage of the Amiga's advanced graphics capabilities to offer you the state of the art in computerized typesetting, while the sophisticated 'intuitive' user interface is fast and easy to learn and use. PageSetter gives you the Creative Edge.

PageSetter has many useful features, designed to make it as powerful and user-friendly as possible. It supports, automatic columns, four modes of justification (including micro-justification) and many other text formatting functions to give your text the professional look. Zoom in with magnify mode to fine tune your page, or pull back for the full view. Link boxes together to automatically format entire articles on your page, or even between pages. Use the powerful, built in text and graphics editors to create stunning graphics and hard hitting copy. With PageSetter, the only limit is your imagination.

1.2 WHAT YOU NEED

In order to use PageSetter, you need an Amiga with at least 512K. To get output, you need a printer compatible with Amiga Preferences. For best results, we recommend an Epson or compatible printer.

1.3 GETTING STARTED

You should start by reading this manual through at least once. Then, follow the tutorial introduction through the creation of a simple page. The tutorial will give you practice with all the important PageSetter functions, and gives at least passing notice to all the more esoteric options. Once you have completed this, you are ready to create your own stunning publications, whether advertising flyers, quarterly business reports, presentations, resumes or club newsletters. PageSetter will open new horizons for your creativity to explore.

CHAPTER 2

TUTORIAL

2.1 USING PAGESETTER

PageSetter uses a true "desktop metaphor" to make creating spectacular layouts as easy as possible. Just think of your Amiga's screen as the top of your desk. All the various tools you use to design and layout pages are placed close at hand. You have a good supply of materials like paper and glue organized and ready. Let your imagination soar while PageSetter takes care of the details.

2.2 LOADING PAGESETTER

Insert your Kickstart disk into the Amiga internal drive. Turn on the Amiga and the monitor (and the printer, if you have one). Wait until Kickstart loads, then remove it and insert the PageSetter disk in its place. When the Workbench appears, double click the left mouse button on the PageSetter disk icon. Once the window opens, double click on the PageSetter icon. PageSetter will load, and you will be looking at a screen similar to figure 1.

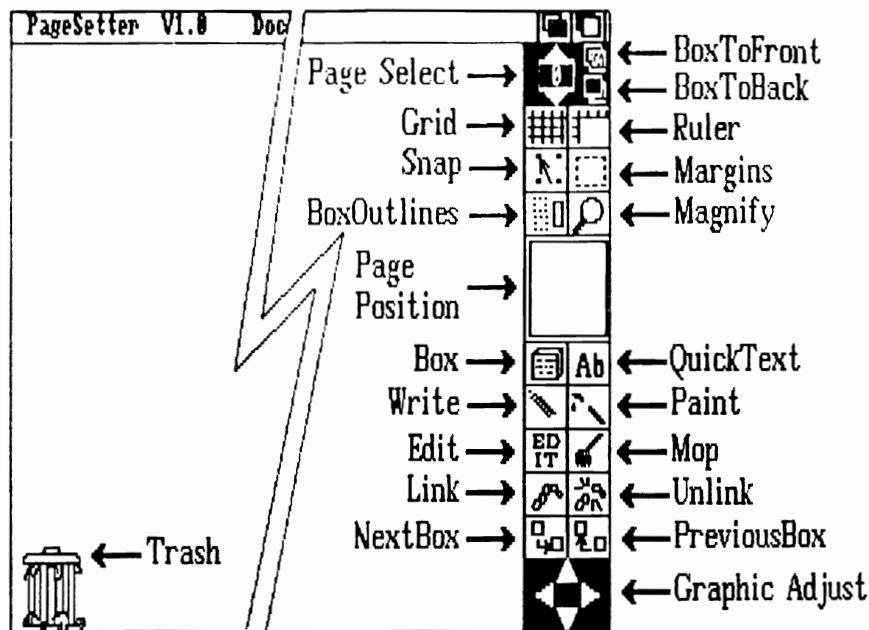


Figure 1. PageSetter main window gadgets

2.3 CREATING A PAGE

Now you are ready to create a page. Press the right mouse button and move the pointer to the Page menu. Still holding the right mouse button down, move it down the menu to Create. (All menu operations proceed in this manner, so in future you will just be asked to go to a menu and select an item.) Release the mouse button. The page setup requester will appear (see figure 2). Since this is going to be a standard 8.5 x 11" page, you can safely ignore all the options

given, and simply click the left mouse button on 'OK'. (All non-menu operations take place with the left mouse button). The page setup requester will disappear, and a blank page, with rulers along the top and left edges will take it's place. You have just created a page!

New Page Format	
Dimensions in: Inches	
PAPER	Std. A4
FORMAT	Legal B5
	8.500 x 11.000
MARGINS	Top: 1.000 Bot: 1.000 Left: 1.500 Rt: 1.000
COLUMNS	0 Width= 6.000
CANCEL OK	

Figure 2. Page setup requester

Now is a good time to get acquainted with a some of the gadgets on the right hand side of the screen. Select (click with the left mouse button) the Ruler gadget (see figure 1 if you aren't sure which one) and watch what happens. Try the same with the Grid and Margins gadgets. These gadgets can be left on or off, at your convenience. Their only purpose is to make it easier for you to

align text and graphics on the page, they have no other effect on program operation.

PageSetter allows you to set the scaling on the Grid and Ruler by using the Artboard menu. This menu lets you select either inches or picas as the unit of measure, and lets you choose how far apart you want your grid lines or ruler marks. (A pica is a unit of length used in printing. It is equal to 1/6 of an inch)

2.4 CREATING A BOX

Now that you have a page, you need a way to put text and graphics onto it. To do this, you must first create a "box". PageSetter supplies two ways of making boxes, the Box gadget and the Autobox function. Right now we will only deal with one of these, the Box gadget. To create a box, click on the Box gadget, and move the pointer back onto the page. You will notice that it has changed from an arrow to a cross-hair. This is to make it easy to position the box with accuracy. There is also a set of co-ordinates at the upper right of the Artboard, to allow you to place the box exactly where you want it. Move to the upper left of the page, and press the left mouse button (Don't let it go!!!). Still holding it down, move down a bit, towards the lower right of the page, until it is as large as you want it. (Make it fairly large.) Now you have a box!

2.4.1 What Is A Box?

A box is simply a rectangular "holder" for text or graphics. Each box has it's own font, background, border, formatting, etc. Boxes can be as large or as small as you care to make them. They can be transparent (useful for putting text on top or around large pieces of graphics) or opaque (for the layered look). Text boxes can be "linked" (more on this later) together to automatically format an article in one shot. They can even be linked from page to page, no matter how far apart the pages are in the article! Boxes are the key to PageSetter's power and flexibility.

2.4.2 The Current Box

The last box which the left mouse button was clicked in, or the box you have just created has a thick outline and is known the "current" box. Most box operations take place with reference to this box. Note that an outline is different from a border. (More on borders later.) If you want you can turn the box outlines on and off with the Outlines gadget. Normally, you will want the box outlines turned on (to be able to distinguish boxes easily), but you can turn them off in order to get a better idea of what your completed page will look like.

2.5 FILLING THE BOX WITH QUICKTEXT

PageSetter supports two methods of putting text into boxes. You can create text using the integrated text editor, or you can enter text directly using QuickText. To enter text using QuickText, click the mouse on the QuickText gadget. A requester will appear, asking you to enter your text. Click the mouse in the text gadget, and type away. When you are finished, click on 'OK', and your text will be entered into the current box. QuickText will accept up to 100 characters at once, and is primarily intended as a method for entering titles, headings, and other short entries where it would be inefficient to use the text editor. Note that you will be unable to see exactly what you wrote, since the text is too small to show properly on the full-sized page. To see your text clearly, you need to magnify the view.

2.6 TAKING A CLOSER LOOK

Click the mouse on the Magnify gadget. The page will be blown up to show the upper left corner. At the same time, the Page Position gadget will change from a solid white block to a smaller white block in the upper two thirds of a larger, black area. The white block indicates the size and position of the area of the page seen on the screen. The black area represents the entire page. For instance, if you wanted to look at the lower right corner of the page, you would move the white block to the lower right of the black area. To see the middle of the page, move the white block to the center of the black area, and so on. If you need to zoom in still more, click on the Magnify

gadget again. This will display about 1/8 of an 8.5" x 11" page at full magnification. At this level, one pixel (a pixel is one single display dot) on the screen is equal to one pixel on the printer. What you see is what you get.

2.7 CUSTOMIZING YOUR BOX

Now that you have a box, and can see what's in it, you can try some of the special effects which can be used on boxes. Go to the Box menu and select Current. This will give you a requester (see figure 3) which allows you to pick the attributes of the current box. (By the way, the Default selection gives you the same requester, and allows you to set the default attributes for creating boxes.) This requester contains several gadgets which you can use in order to customize your box. The gadgets and their functions are as follows.

GADGET	FUNCTION
Background	Selects the texture for the box background.
Border	Selects the style of border for the box.
Border Position	Selects the position for box borders.
Leading	Sets the amount of leading between lines.
Margins	Sets the margins for the box.
Font	Selects the font for the box.
Shadow	Toggles the box shadow option.
Transparency	Toggles the box transparency.
Justification	Sets the justification for text in the box.
Tracking	Sets the maximum letter separation for micro-justification in Flush justification.

Try different combinations of settings, to see what effects you can achieve. The only gadget here which is will not have a visible effect is the Transparency gadget. This gadget makes the box background see-through, so that other boxes can be seen behind it. It is primarily used for putting text on top of graphics. However, you are sure to find new and novel uses for it and the other options as you become more familiar with PageSetter.

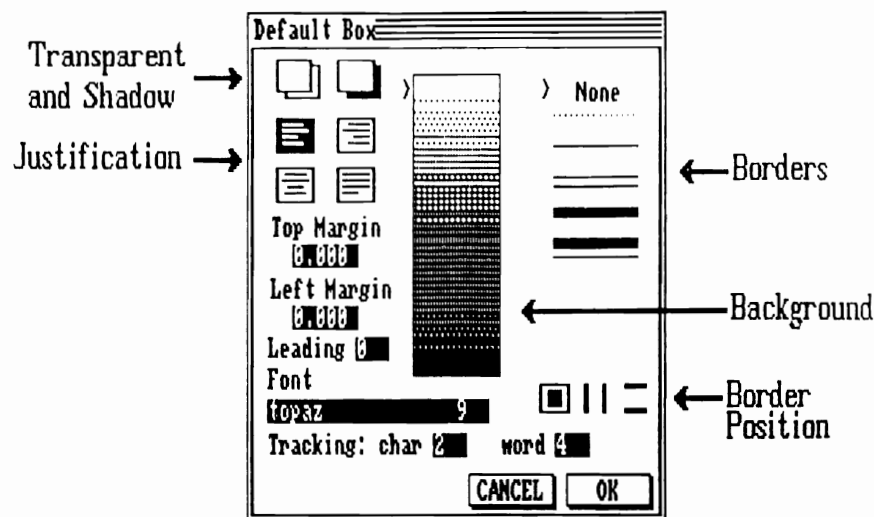


Figure 3. Box attribute requester

2.8 MOVING, SIZING AND DESTROYING BOXES

Often you will want to change a box's position or size, or get rid of one entirely. You may want to do this while re-designing a page, trying different layouts for an article, or for any other reason. To resize a box, simply move the mouse to the lower right corner of the box, and press the left button. The pointer will become a hook (if it doesn't, make sure you are right in the corner of the box when you click). Then move the mouse until the box is the

desired size. You will find that this function is very similar to the windows on the Workbench. Moving a box is just as easy. Just move the mouse into the box, anywhere BUT the lower right hand corner, and press the left button. The pointer will become a hand, and you can then move the box anywhere you wish. You can even move the box right off the page onto the Artboard, if you want. (The pointer will become a thumb-tack when you do this.) This is most useful for temporary storage of boxes while you are changing the layout on the page, or when moving a box from one page to another. (Note that you have complete freedom to leave boxes only partially on the page, or to have the page overlap boxes on the Artboard)

In order to destroy a box, you must move it to the lower right of the screen, over the garbage can. When the box is correctly positioned, the pointer will change to a tombstone, to warn you that you are about to do something drastic. Releasing the mouse button now will consign the box to it's doom, unless destroying the box will cause you to lose the contents of the box as well. In this case, you get one last chance to save the box before you seal it's fate. Although you don't need to at this point, try moving your box around, on and off the page. If you're the daring sort, you can even move your box over the trashcan, and flirt with destruction. (Don't worry, you can still retrieve your box at the last minute)

2.9 CLIPART MADE EASY

In addition to text, PageSetter allows you to add graphics to your page. To do this, select Graphic Editor from the Department menu. The screen will change to that shown in fig 1.4. This graphics editor contains everything you need to create stunning graphics for PageSetter. (See the Graphics Editor tutorial for more). It also supports the IFF file format, for data interchange with DeluxePaint, Aegis Images, and other popular Amiga graphics packages. (You should use medium or low resolutions (640x200 or 320x200) and monochrome for best results)

To load a picture file into the graphics editor move to the Project menu and select Load. When the file selector comes up, select the file "Amiga.pic" by clicking on it and then load it by selecting Load. You can also enter a file directly into the file requester by clicking on the box where the filename appears, and typing in the new filename. The picture will load, and appear on

your screen. Now, all you have to do is clip out the portion you want, and return to PageSetter, to display and print it. To clip it, select the Frame gadget, and then move the pointer to the upper left of the image. Press the left mouse button, and move the pointer to the lower right of the image. You will notice that this causes a frame to be drawn around the image. If you miscalculate and don't get all of the picture in the frame, or if you get part of another clipart in the frame, you can reframe by following the same procedure again. Now that your clipart is framed, clip it by going to the Frame menu and select Clip with the 1:1 option. That's all there is to it, so you can go back to PageSetter by choosing Exit from the Project menu.

2.9.1 Where Is My Clipart?

When you return to PageSetter from the Graphics Editor, anything which you have framed and clipped is stored under the Paint gadget. To put it on the page, create a box. When you have the box, click on the Paint gadget, move the pointer to the empty box (The pointer will become a paintbrush) and click the mouse. This will paint the clipart into the box. (Note that if the clipart is larger than the box, part of it will be hidden, although it will all be there.) Now all you have to do is align the clipart so that it shows exactly what you want it to show.

2.9.2 Adjusting Your Clipart

Once your clipart is safely in it's box, you will want to position it correctly. To do this you use the Graphic Adjust gadget. Clicking on one of the arrows will move the clipart in the direction chosen. Clicking on the center of the gadget will center the box on the graphics the way it was when it was first painted. At this point, you can also size the box larger or smaller, to display more or less of the image, as you wish.

2.10 LOADING TEXT WITH THE TEXT EDITOR

OK, so far you can configure PageSetter to your liking, create pages and boxes,

customize them, and display graphics and short pieces of text. You know about the Artboard and how to move boxes around, and how to get rid of an unwanted box. Now you can start to use PageSetter as a serious tool, by loading in a large text file and formatting it through a series of boxes. The first thing to do is to load the text. Go to the Department menu, and select Text Editor. This will put you in the PageSetter text processor. All you need right now is the Load command. Move to the Project menu and select Load with the Generic option. When the File selector comes up, select "PageSetter.txt" and then click on OK (see the reference section below on how to use the file selector). The file will load, and appear on your screen.

At this point, you could edit the file, do searches, insert or delete text, or any other text processing operation. This is a complete word processor in itself. It will load files from popular Amiga word processors, such as Scribble! or TextCraft. This example text is already complete, so you can skip over all the text processor functions for the time being and simply go to the Project menu and select Exit. (Don't worry about losing your text, it will be safely stored for you, exactly as your clipart was.)

2.10.1 Where's The Text?

When you select Exit from the word processor Project menu, PageSetter stores your text beneath the Write gadget. To put your text on the page, you must create another box, exactly as you did before. When you have created your box, select the Write gadget, and move the pointer over your box. You will notice that the pointer has changed to a pencil. Now click the mouse inside your new box. Your text will be written into the box, and you can move it and customize it just as you did with the box containing QuickText. Now that you have several boxes, you can experiment with the transparency gadget in the Box menu, and with overlapping them and using the BoxToFront and BoxToBack gadgets (you'll find they work just like the window controls on the Workbench, except they only affect the current box.)

2.10.2 My Box Isn't Big Enough!

Unless you made a very large box, you will find that your text is cut off at

the bottom. Whenever there is more text than will fit in a box, PageSetter indicates this by putting a tiny Size Me outline around the sizing area of the box (the lower right hand corner). To display all your text, you could enlarge your box, but that would mean having to resize it every time you changed fonts, and would make it impossible to format your page the way you wanted to. PageSetter supplies a much better way.

2.11 LINKING BOXES

In order to display and format large text files, Pagesetter lets you link boxes into chains. A piece of text in a chain starts in the first box of the chain, and flows from it into the next box, and then to next, etc., until the end of the chain is reached, or there is no more text to display. The links can stretch off the page onto the Artboard, between pages and to anywhere on any page. The total amount of memory in your system is the only limit to the number of boxes you can have in the chain, or the number of chains you can have overall.

To create a chain, click on the Box gadget, and create another box. Now click in the box you just filled with text, to make it the current box. Then select the Link gadget. The pointer will change to a pair of linked boxes. Move the mouse to the box you wish to link (the box you just created) and click. Instantly, the text of the article will flow from the first box into the second. (If nothing happens, make the first box smaller.) Use magnify mode to see if you are displaying all the text in the file yet. If not, make the boxes in the chain larger, or link another box to it.

2.11.1 Articles

An article is simply a text file displayed in PageSetter, whether in a single box, or a linked chain. The short piece of text you created with QuickText is an article, as is the large file you loaded using the text editor. An article is attached to the first box in a chain, and flows from it through all the other boxes in the chain. Deleting a box in the chain has no effect on the article itself, PageSetter simply reformats the text to flow through the boxes remaining. Unlinking (see below) a box creates two new articles, one

consisting of the old article up to the point the chain was broken, and the other consisting of the old article from the break to the end of the article.

2.11.2 Tracing A Chain

In order to make it easier to format a chain, and the article displayed in it, PageSetter supplies you with two handy gadgets. Next Box and Previous Box. Clicking on Previous Box makes the box "ahead" of the current box on the chain become the current box, and, if necessary, changes the display so you can see it. Next box does the same thing for the box "after" the current box. If there isn't a box before or after the current box, these gadgets have no effect.

2.11.3 Unlinking Boxes

Sometimes, you will want to split an article in two or more pieces. Either for ease of formatting or in order to edit only a small portion of a large article (more on how to edit an article later) To do this, simply click on the Unlink gadget. The pointer will become a pair of boxes, with a broken link. Then click on the first box in the new chain you wish to create. The link is broken just "above" the box you unlink. To relink a broken chain, or to link two separate chains, simply follow the normal linking procedure. Remember that the Link gadget links the current box to the box you click the Link pointer in. Note that unlinking a chain will not immediately change anything on the screen. Sizing any of the boxes above the break in the chain will show you the the link no longer exists.

2.12 EDITING THE CURRENT BOX

There are two ways to access the graphics and text editors in PageSetter. The first is to select either one from the Department menu. This method is used when entering new information into PageSetter. Either by hand, or from disk. The second method allows you to take information from a graphic or text box (or a chain of text boxes). This is the Edit gadget. Clicking on this gadget puts

you and the information contained in the box or chain into the Paste buffer (graphics) or the main edit buffer (text) of the appropriate editor, so you can modify it "on the fly". In the graphic editor you can perform any function except Cut or Frame before Pasting, without losing the contents of the buffer. Note that in the Graphic editor, you have the option to paste with either a 1:1 or a 5:4 aspect ratio.

2.13 MOPPING UP

Sometimes, you may want to try several radically different articles in the same set of boxes, to see which looks and reads the best. Or, you may wish to try different clipart, for the same reason. It would be possible to simply throw out all the boxes containing unwanted information, but that would destroy all your careful positioning and sizing. To help you out with this, PageSetter allows you to 'mop' out the contents of boxes, using the Mop gadget. To use Mop, simply click on the Mop gadget, and then click on the box or chain you wish mopped out. If you click on any box in a chain, it deletes the entire article in that chain.

2.14 PRINTING YOUR PAGE

Now that you have your page completed, you can print it out simply by going to the Department menu, and selecting Press. Since your entire document consists of one page, you can select either the Entire Document option or the Single Page option. If you had more than one page, you could select Entire Document to make a complete copy of your document, or Current Page to print only the page displayed on the screen. In order for the page to print properly you should have your printer preferences set to the following attributes: (refer to your "Introduction to AMIGA" manual on how to set the preferences) 1) Black and White, 2) Aspect Horizontal, 3) the Threshold value should be set to a value between the Paper and the Ink colour (for the default colours this should be set to "2"). If the preferences are not set properly PageSetter will warn you. The PageSetter disk has these attributes already set for you.

2.15 OTHER FEATURES

PageSetter has several features, which don't quite fit under any one category. While you don't need any of these to create brilliant typesetting with PageSetter, they can make it a good deal easier.

2.15.1 Colour Adjust

The Colour section of the Preferences menu allows you to configure the program display to suit your taste and monitor. To set the colours, go to the Colour section of the Preferences menu and select the component (Grid, Ink, Paper) whose colour you wish to change. When you release the mouse button, the Colour requester will appear. Move the colour sliders to adjust the display to your satisfaction.

2.15.2 Columns

In the Page requester, you will see gadgets to set column widths and spacing. Normally, your page has no columns on it. However, setting these can give you an additional guideline for laying out your page. They also allow you to make use of the AutoBox function discussed below.

2.15.3 AutoBox

Until now, whenever you wanted to put text or graphics on the page, you had to first create a box. Using the Autobox function, you no longer need to do this (except for QuickText, which operates on the current box). Simply use the Page requester to put columns on your page, of whatever width and spacing you choose. PageSetter automatically checks for illegal combinations (such as too many columns of that width to fit on the page). Then, whenever you use the Paint or Write gadgets, click within a column. PageSetter will automatically create a box as wide as the column, and as long as possible. The Autobox will not overlap other boxes in the columns, or go beyond the bottom margin. Note that you don't have to define columns to use the AutoBox function. If there

are no columns, PageSetter will use the margins. However, this creates a very large box, which may be confusing. Note also that clicking outside of the columns and margins WILL NOT produce an AutoBox. AutoBox is functional only within columns and margins. Once created, AutoBoxes behave exactly as other boxes.

2.15.4 Page Selector

In the tutorial, you only created one page, so there was no need to change pages. However, PageSetter allows you to have up to 99 pages defined. To change from page to page, you use the Page Selector gadget. Clicking on the up arrow increases the page number to the next highest number (this is usually by one, but PageSetter allows you to number your pages in any sequence you want). Clicking on the down arrow decreases the page number to the next lowest amount. Clicking on the body of the gadget allows you to enter any page number, to go directly to it. If you enter a non-existent page number, it will do nothing.

2.15.5 Snap

Selecting the Snap gadget makes all box operations "snap" to the grid, that is take effect at the nearest grid intersection. This effects box creation, sizing and moving, but does not effect the Autobox, which still uses the margins and columns defined in the Page requester. Snap will work even if you have the Grid turned off, allowing you to do precision alignments when you want an uninterrupted view of your page.

2.15.6 Quickmove

Normally, when you move a box, there is a slight hesitation as PageSetter gets ready to move the complete box image. You can avoid this delay by selecting Quickmove from the Preferences menu. With Quickmove turned on, PageSetter only displays the box outline when you move a box and not it's contents. This is useful when you do not have line up the box contents precisely with something else.

CHAPTER 3

THE GRAPHICS EDITOR

3.1 USING THE GRAPHICS EDITOR

Although PageSetter is intended primarily as a page design and layout package, it does contain a powerful graphics editor to allow you to create your own clipart. This graphic editor has several features which fill the unique needs of desktop publishing.

First of all, it is black and white. This is because the clipart created on it will eventually be printed on a printer, which only produces monochrome output. Instead of the colours, the graphic editor gives you a variety of shades, which provide a grey scale. If you load a colour picture into the graphic editor, these shades will be used in place of the original colours. However, the results can be unpredictable. You can use these same shades from the Shades menu whenever you use the Area Fill function. (See figure 4)

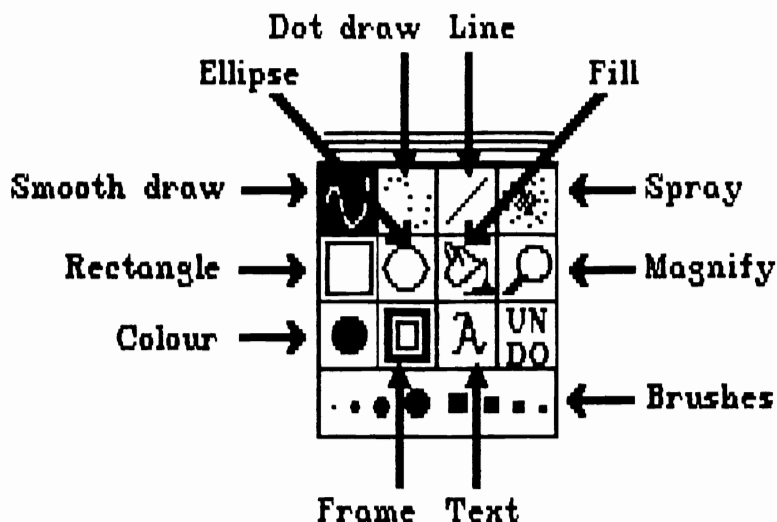


Figure 4. Graphics Editor gadgets

The second important difference between this graphics editor and other Amiga graphics programs is the resolution displayed on the screen. Most packages use a primary display which is 320 pixels wide, and 200 pixels high, although some allow other resolutions to be used. In contrast, the PageSetter graphics editor gives a resolution of 640 pixels wide by 200 pixels high. This is to allow as close as possible a 1:1 correlation between the screen and the printer (the actual correlation is 5:4). If you wish to use clipart created on another program on your page, it should be in this resolution, or it will be distorted. See the documentation on your particular graphics package to find out how to do this.

Finally, the PageSetter graphics editor allows you to automatically scale an image when you clip it. Selecting the 1:1 option will clip the image exactly as it appears on the screen, which will cause it to seem slightly elongated horizontally on the printer. Selecting 5:4 will adjust the clipped image to appear the same on the printer as it does on the screen, however, some horizontal lines will be thickened. The 1:1 ratio allows you to create images specifically intended for the printer, with the slight change in aspect ratio already accounted for. With the 5:4 option, you can transfer any image directly to the printer, and let PageSetter adjust it for you. If you wish to have the best of both worlds, clip an unadjusted piece of clipart with 5:4 scaling. Then paste it down with 1:1 scaling and, using magnify, touch up the areas affected by the scaling. Finally, clip it out at 1:1, Exit to the PageSetter main screen, and Paint it into it's box. This will yield the most satisfactory results with the smallest amount of effort.

In addition to these specialized features, the PageSetter graphics editor contains a repertoire of the more standard graphic editing functions. These features are mostly accessed through the gadget window which appears on the screen. You can hide this window, if you like, by selecting the 'Gadgets Off' option in the Preferences menu. This window contains several gadgets, which you can use to produce various drawing effects, to magnify a portion of the screen, to cut out a piece of the whole image, to correct errors, etc. These gadgets provide you with everything you need to create eye catching artwork for PageSetter.

The gadget window contains several gadgets which deal directly with drawing on the screen. They include two freehand drawing tools, a straight line tool, a number of brushes, a spray can, an area fill tool, and two object tools. These gadgets are described below.

3.2 BRUSHES AND THE SPRAYCAN

At the bottom of the gadget window is the brush palette. These are the shapes which will be put on the screen when you draw. The current brush you have selected is used to perform all drawing operations, such as line, circle, box, etc. There is one important exception to this rule, the spraycan. The

spraycan is a brush, but it is treated as a drawing tool. When you are drawing with the spraycan, you get a random 'spray pattern' which always consists of one pixel dots. This is useful for shading and ghosting effects.

You may also use a custom brush of your own design, by framing (see below) an area of the screen, and then selecting Brush from the Frame menu. The area framed will become the brush used for all drawing operations.

3.3 THE CURRENT COLOUR

Since the PageSetter graphics editor uses only two colours, you only need one gadget to control the colour. This is the Current Colour gadget. When this gadget shows a white circle on a black background, the current colour is white. When it shows a black circle on a white background, the current colour is black. Clicking on the Current Colour gadget switches it from black to white and back again.

3.4 CONTINUOUS AND NON-CONTINUOUS DRAW

There are two ways that the graphic editor can draw a line. Both methods involve checking the mouse position at short intervals, and both will produce smooth curves when the mouse is moved slowly. They differ in the way they behave when the mouse is moved quickly. One way is to draw a line FROM the last mouse position TO the present one. This is continuous draw, and it produces a smooth, unbroken trail behind the mouse. However, if you move the mouse too quickly, the line will consist of a number of straight line segments (which may be just what you want). The other way of drawing a line is to put a point AT the current mouse position. This will also produce a smooth curve, but when the mouse is moved quickly the line will consist of a number of individual dots, separated by empty space. (Which, again, may be just what you want). Which method you choose depends on what type of effect you are trying to accomplish. Note, you MUST have one of these gadgets selected when you are attempting to freehand draw. If you have any problems drawing, check to be sure that one or the other of these gadgets is selected.

3.5 LINE DRAW

Use the Line gadget whenever you wish to produce a perfectly straight line. When you are in line mode, click and hold the left mouse button at the point you wish the line to start. This will anchor the line and give you a 'rubber band' line, using the current brush. Move the mouse to the point you want the line to end, and release the left mouse button. This will anchor the other end of the line. That's all there is to it!

3.6 DRAWING SHAPES

The gadget window also contains two tools which are very useful when you want to quickly make a square or rectangle, or a circle or oval. These are the Rectangle gadget, and the Ellipse gadget. When either is selected, you must use the same 'click and hold' technique used with the Line gadget. In Rectangle mode, the point you first click on must be one of the corners of the rectangle you wish to draw. You must then move the mouse pointer to the opposite corner of your rectangle, and then release the mouse button. The rectangle will then be drawn exactly where you placed it, in the current brush. When using the Ellipse gadget, you must first click on the center-point of the circle you wish to create. Then move the mouse pointer out until the circle is as large as you want it. Releasing the mouse pointer will paint the circle down.

3.7 FILLING AREAS

The graphics editor allows you to 'colour in' large areas using the Fill gadget. Simply click on the Fill gadget, and then click inside the area you want filled. The graphics editor will 'pour' the current colour into the area clicked in, out to the boundary of the region outlined. For instance, you could create a box using the Rectangle gadget, and then fill it in with the Fill gadget. The boundary in this case is formed by the lines created by the Rectangle gadget. Be careful that your border line is completely solid. If not, the shade you are filling the region with will 'leak out' and fill the whole screen, and you will need to Undo it.

3.8 MAGNIFY MODE

Often, you will want to do fine detail work on a piece of clipart you are creating. To make this easier for you, the graphics editor has a magnify mode. Clicking on the Magnify gadget will give you a window containing a magnified view of the screen immediately below it. Clicking on the Magnify gadget again will blow up the image still more. You can close the magnify window by clicking on it's Close gadget. When you are using magnify, there are two ways to position the window. The first is to grab the window's drag bar with the mouse, and physically move the window to the position you want it. The other method is to 'point and shoot' with the mouse. Simply position the mouse pointer over the area you wish to magnify, and click the left mouse button. The window will instantly jump to the position you have selected. When you are in Magnify mode, you can only draw one pixel at a time, change the level of magnification, and change the colour. All other gadgets and functions are disabled.

3.9 I'VE BEEN FRAMED!

One of the most important operation you can perform in the graphics editor is Frame. Framing an image allows you to manipulate it in various ways, size it, use it as a brush, erase it, use it on a PageSetter page, etc. In order to frame a portion of the screen, select the Frame gadget from the gadget window, and move the mouse pointer to the upper left of the image you wish to frame. Then press and hold the left mouse button, move the mouse pointer to the lower right of the image, and release the mouse button. If you make a mistake, just repeat the process.

Once you have the clipart framed, you can use the options in the Frame menu to manipulate it. You can produce a mirror image of it by using Reflect X or Reflect Y, empty the frame with the Clear option, or make it bigger or smaller with the Size command.

3.10 ENTERING TEXT

Although you will perform most text functions using the PageSetter main screen,

the graphics editor does allow you to enter text, by selecting the Text gadget in the gadgets window and clicking the left mouse button at the desired position. This will give you a requester, which you can type your text into. When you have entered your text, click on OK, to enter the text into the graphics editor. To change fonts, or to change the text display mode, you must use the Font menu. Choosing the New Font option will bring up a font requester, which you can use to select the font you wish your text to appear in. The other three options (Fg, Fg+Bg, and Complement) are used to control the way the text is written to the screen. Fg (foreground) mode simply puts the text down on the screen in the currently selected colour. The Fg+Bg (foreground + background) option puts down a box in the currently unselected colour, large enough to hold the text before writing the text into the box. Using Complement mode writes the text in the complement (opposite) colour of the paper or ink underneath it. Eg, white on a black background, black on a white background. Note that if the background colour changes in the middle of the text, so will the text colour.

3.11 CORRECTING ERRORS

Perhaps the most important gadget in the gadget window is the Undo gadget. The Undo gadget removes the results of the last operation. Whatever operation you just performed will be 'undone'. This allows you to easily and quickly correct errors. However, you must be careful, whenever you make a mistake, that you do not perform ANY additional operations between making the mistake and undoing it. If you do perform an additional operation, it will be that operation which is undone, and not the mistake. You will then have to correct your error by hand.

3.12 COORDINATES

Coordinates may be enabled by selecting the 'Coordinates On' option from the Preferences menu. Once selected, they appear in the upper right corner of the screen, and display the position of the mouse (in inches or picas as selected through the Artboard menu in the main PageSetter screen) while drawing.

In line, rectangle, ellipse or frame modes, the coordinates indicate the

current position of the mouse relative to the start of the operation (i.e. center of an ellipse or the start of a line).

When sizing, the coordinates display the current size of the frame relative to the original. For example, a reading of 0.5, 0.5 would indicate that the current frame is half the original size vertically and horizontally.

The coordinates may be turned off by selecting the 'Coordinates Off' option from the preferences menu. Furthermore, they may be repositioned by dragging (position mouse over coords, click and move!) them to any desired position.

CHAPTER 4

THE TEXT EDITOR

4.1 USING THE TEXT EDITOR

PageSetter also contains a text editor, to enable you to compose and edit the articles you wish to publish before you format them. Like the graphics editor, the text editor is specialized for desk-top publishing, and so is different from most word processing packages. The most important difference is the lack of display and format controls. Since PageSetter itself performs these functions far better than a word processor could, the text editor doesn't need these capabilities.

It is important to be aware of this difference if you intend to use an external word processor to create articles for PageSetter. Most word processor text formatting commands require that you include formatting commands in the actual text of your article. If you display a file which includes such commands, PageSetter will show the commands as text. That is, they will be displayed as characters, and will not invoke their special functions. However, the following special commands can be included in text created on the text editor (or any word processor usable with PageSetter). These commands control text display and formatting within PageSetter, but not within the text editor.

Formatting Commands

<code>\b</code>	Set bold on/off
<code>\i</code>	Set italics on/off
<code>\u</code>	Set underline on/off
<code>\o</code>	Set outline on/off
<code>\s</code>	Set shadow on/off
<code>\r</code>	Set reverse on/off
<code>\n</code>	Set plain on. (turn off all other enhancements)
<code>\-</code>	Soft Hyphen

Simply insert these commands in front of and behind the text you want enhanced. Alternatively, you can turn them off by using the 'n' command, which turns off all enhancements at once. Inserting a '-' into a word tells PageSetter where to hyphenate the word if it becomes necessary. It is always a good idea to imbed soft hyphens in long words.

Note that when you import files from TextCraft or Scribble!, PageSetter will automatically change the enhancements into the forms discussed above. Thus, files may be directly imported from these word processors into PageSetter.

4.2 MOVING AND EDITING

The text editor contains all the functions necessary to create text to be displayed in PageSetter, including search and replace, and block text operations. Unlike the graphic editor, and the Artboard, the text editor has only three gadget, the Scroll Bar and the directional arrows which go with it. The scroll bar indicates how much of the current file is displayed on the screen (indicated by the white block) as well as your current position in the article. You may move up and down in the article in 3 different ways. You can scroll up or down a single line by clicking on the directional arrows at the top and bottom of the scroll bar. You can move up or down a whole screen at once by clicking in the black portion of the scroll bar above or below the white block. Finally, you can click directly on the white block and slide it to the location you want. If you only want to move to somewhere on the screen, you can simply point the mouse where you want to go, and click. The cursor will automatically move to the position you clicked at.

You can also move around your file by using the cursor keys, either by themselves, or in combination with the shift and control keys. By themselves, the cursor keys will move you one character up or down, left or right. Holding down control with the right or left keys will move you right or left by one word. Using shift with the right or left keys will move you to the start or end of the line. Note that the up and down arrows have no effect when used with shift or control.

The shift and control keys also modify the use of the Delete and Backspace keys. Alone, these keys will remove either the character under the cursor (Delete) or the character immediately before the cursor (Backspace). Used with the Control key these keys will remove the word under or before the cursor. In addition to this, using Delete with the shift key will clear the line from the cursor to the end of the line.

Key	Function	Control	Shift
Up arrow	move up one line		
Dn arrow	move down one line		
Rt arrow	move right one char	move right one word	move to right edge
Lt arrow	move left one char	move left one word	move to left edge
Backspace	delete char to left of cursor	delete word to left of cursor	
Delete	delete char under cursor	delete word under cursor	clear line to right edge
Escape	Undo last operation		

You can use the commands listed above to create your text without ever needing

to learn the other functions available in the text editor. However, if you are working on a large file, or are doing a lot of text editing, it is worthwhile to learn the more advanced functions, since they can make your work a great deal easier.

A function that deserves special mention is the 'Undo'. If you should make a mistake while using the text editor, do not despair. Pressing the Escape key will undo the last key command executed. For instance, if you wanted to delete a word with Ctrl-Delete, and instead pressed shift-Delete, clearing the line to the right edge, you could get it back by pressing the ESC key. Note that this command does not work with single character deletions (it is just as easy to press the character just deleted). Nor does it effect Block Cut operations (see below) since these can be corrected by using the Block Paste operation.

4.3 THE PROJECT MENU

The options in the project menu allow you to load, save and print text files, as well as allowing you to clear the editor and the Paste buffer (see below for more on Paste).

4.3.1 Loading And Saving Files

You can load text files into the text editor by selecting the Load option from the Project menu. Note that you have a number of options regarding the type of file you wish to load. The text editor will accept files from both Scribble! and TextCraft. There is also an all-encompassing Generic option, which will load almost all other text files. When you save a file from the PageSetter text editor, it is saved in the Generic format.

4.3.2 Printing Files

Selecting the Print option from the Project menu will give you several options to print the currently loaded file. This option is useful when you wish to proofread large files, or produce a draft copy of your article. If you chose

"to Printer" the file will (naturally) be sent to the printer. If you select "to File" it will instead be sent to a disk file which you can store for later printing. You also have several options to set the format of the printed page. These are: the page length (in lines), top margin, bottom margin, left margin, the line length and the line spacing. The file will be automatically formatted flush left.

4.3.3 Clearing The Editor And The Paste Buffer

The other two options in the Project menu are Clear Editor and Clear Paste. Selecting Clear Editor will empty the editor, leaving you with an empty screen. Selecting Clear Paste will empty the Paste buffer. Both of these options will ask you to verify that you want to clear the buffers before they proceed.

4.4 THE EDIT MENU

The advanced functions of the text editor are accessed through two menus. One, the Block menu contains all the commands which relate to manipulating blocks of text. The other, the Edit menu contains all the functions used to do searches, replaces, and other operations which act throughout the entire file. The Edit menu contains the following functions.

4.4.1 Mark And Exchange

Selecting the Mark option from the Edit menu causes the text editor to 'remember' the current cursor position. If you later select Exchange from a different area of your article, you will be moved back to the position you Marked. At the same time, your old location is Marked. This allows you to swap back and forth between two locations in your file quickly and easily.

4.4.2 Find

Selecting find will give you a requester to enter a 'search key' into. This is the word or word fragment which you will be looking through the file for. There is also a small arrow, indicating the direction of the search. Clicking on this arrow will reverse it's direction. When you select 'OK', the text editor will scan from the current cursor position in the direction of the arrow, searching for any occurrence of the search key you entered. When it finds such an occurrence, it will stop searching, and move the cursor to the word or word fragment it has just found. If it cannot find the word, the message indicator at the top of the screen will tell you so.

4.4.3 Replace

The replace option is similar with the Find option. When you select replace, you will be asked for a search key (if you have already entered a search key this will be the default) and a word or phrase to replace the search key with. You will also be asked to choose either Global or Query as an option. Choosing Global will automatically change all occurrences of the search key to the replace phrase from the cursor to the beginning or end of the file, depending on the direction of search. As with the Search command, the search direction is chosen by the arrow in the requester. If you select Query, the text editor will stop at each occurrence of the search key and ask if you want to replace it. Clicking Yes will cause the text to be replaced. Clicking No will make the text editor leave the text as it is, and continue searching.

4.4.4 Again

Choosing the Again option will cause the last Search or Replace command executed to be repeated.

4.4.5 Top And Bottom

The Top and Bottom commands can be used to move directly to the start or end of the file.

4.5 THE BLOCK MENU

The second command menu in the text editor is the Block menu. It's commands all relate to the currently marked block of text. In order to mark a block of text, move the cursor to the the position you want the block to start, and select Start from the block menu. Then move the cursor to the end position of the block, and select End. Alternatively, you can move the mouse to your chosen start position, click and hold. Then, still holding down the mouse button, move the cursor to the bottom of the block you want to mark, and release it. Again, the text you have marked will be highlighted. Once you have a block marked, you can use the other commands in the Block menu to manipulate it.

4.5.1 Unblock

If you find that you have mis-marked a block, you can cancel it by selecting the Unblock option from the Block menu. Note that this choice will not clear the Paste buffer if you have previously Cut or Copied this block.

4.5.2 Top And Bottom

Like the Top and Bottom commands in the Edit menu, these commands can be used to move to the start or the end of the currently marked block.

4.5.3 Cut

The cut command unmarks and deletes the currently marked block and stores it in the Paste buffer. From here, you can either ignore it, in which case it is gone forever, or use Paste to replace it in the article wherever you want it.

4.5.4 Copy

The copy command is identical to the Cut command, except it does not delete the marked text prior to putting it in the paste buffer. Selecting Copy does not unmark the current block.

4.5.5 Paste

Choosing Paste from the Block menu will insert the current contents of the paste buffer (the block which you last Cut or Copied) into your article, starting at the current cursor position. Note that you can Paste the same buffer any number of times, at any position within your article.

CHAPTER 5

EDITING AND PUBLISHING

5.1 POWER PUBLISHING

Whenever you produce any type of publication, it's primary purpose is to convey information. To do this, you must somehow convince people to read it. Editors, publishers and marketeers have argued loud and long on the best way to make this happen, but they all agree on two primary points. You must first capture the readers ATTENTION, and then keep his INTEREST. These are the two legs which support a well thought-out publication. Both are necessary to achieve the aim of spreading the news.

5.1.1 Attention Getting, Or How To Scream On Paper

The attention getting portion of a publication occupies a large part of the available space, relative to the amount of information it contains. In the case of a flyer or circular, it may well occupy 90% or more of the page. Likewise, a disproportionate amount of time and effort are put into the creation of the graphics and text which make up the attention getters. (This is why advertising executives make so much money.) The reason for this is simple. Most publications must compete with others to be read.

The average bulletin board in a college or university is a good example. There are announcements for group excursions, people advertising used cars for sale, people offering typing services, people looking for rooms or for room-mates.

Most people do not read more than a fraction of the posted bulletins. Take someone trying to sell a car on such a bulletin board. To get good results, the bulletin must draw attention to itself quickly and effectively. That means it must have large, clear lettering which expresses the intent of the bulletin in a few words ('85 Chevy FOR SALE). It must have interesting graphics (perhaps a picture of the car) related to the text at the top. It must have that special SOMETHING which will set the bulletin apart from and above all the others. A bulletin which does all this well is halfway towards selling the car for its owner, with no other effort on his part.

The keywords for attention getting on paper are eye-catching and attractive. They go hand in hand towards ensuring that it is YOUR publication which the reader reads, when everyone else's winds up on the floor of the budgie cage.

5.1.2 Earning Interest

Now that you have the reader's attention, what do you do with it? Remember that the primary goal of any publication is to convey information, and the attention getting section contains only the bare minimum required to get the reader to look further. The bulletin mentioned above so far contains enough information to let a prospective car buyer know that here is something he should look into. When he looks into it, you should present the information he needs in a clear, easy to read manner. "5 spd. Pb. Ps. AC, quad stereo lo mls. \$4000 or bo" may be easily understandable to anyone who knows about cars and bothers to think about it, but "5 Speed, Power Brakes, Power Steering, Air Conditioning, Quadraphonic Stereo, Low Miles. Will sell for \$4000 or best offer" is understandable to everyone, and requires no time for thought at all.

A cardinal rule for all publishers and editors is "Don't make your reader work any harder than he has to." This rule applies equally to nationally distributed daily newspapers and hand lettered flyers for a high school dance. If you don't have enough room for all of the information you want to display, don't squeeze it in as tightly as possible. Instead, leave out some of the less important points, and present the crucial ones in a clear, easy to understand manner. It is better that the reader miss a few bits of information which you sacrificed for better clarity, than to have him miss your whole presentation because he couldn't read (or didn't bother to figure out) what was there.

5.2 ADVERTISING

While the techniques above apply equally well to newsletters and advertising flyers, there are a couple of more considerations to be studied when advertising. First, you must consider the environment which your ad will appear in. Will it be published in a magazine, among many other advertisements? Is it going to be part of a direct mail campaign? Will it need to mesh with other components of your publicity campaign?

While these questions will not provide you with a clear cut formula for a hard-hitting, effective advertisement, they will help you to gain an understanding of what your ad is up against. Remember that you have to compete for the readers attention. If you are advertising in a magazine, chances are you are not only going to be competing with other ads for attention, but with other advertisers in your line of business, for customers. If so, you will want to emphasize the advantages of your product (However, don't make the mistake of putting down your competition unless you are very sure of your ground. This is risky advertising at best, and may leave you wide open for a libel or slander suit.) On the other hand, your main problem in a direct mail campaign is getting the reader to open your letter. Once that happens, your battle is half over. However, winning that first half is a difficult task. Most direct mail goes straight from the mailbox to the trashcan, without as much as a second glance. You will have to weigh the objectives of your advertising and the potentials of your product to find the formula which best fits your business.

5.2.1 Components Of An Ad

In addition to the Attention and Interest sections of a publication, an advertisement has two more. Desire and Action. The desire section is often incorporated into the interest section, but may be separate. Simply put, the Desire section tells the reader why he needs your product and your product alone. It is different from the Interest section, which gives facts and information about your product, in that it shows the reader what your product will bring him. It may be couched in abstract terms (Power, prestige, fame and fortune are all popular) or be solid and down to earth (Joe's Deli has the best tasting hot sausage in town). However, the only necessary link between the actual product and the flowing prose in the desire section is in the mind of

the reader. If he sees your product as a route to his desires, the advertisement will be a success. Be careful of extravagant claims. Today's society is too sophisticated to be taken in by wild promises. The desire section should simply point out the advantages which your product will bring, (or could conceivably bring) to the reader.

The fourth section found in an ad is the action section. This section tells the reader what action to take, assuming he is interested enough to want to purchase your product. This section does not usually require a great deal of planning, and is often very small and discreet. Nothing more than a phone number and/or address is required. In unusual circumstances (for instance, an 800 number hotline), you may wish to make the action section larger. However large or small you make it, this section **MUST** be included in the ad somewhere. Unless you are as well known as AT&T in the area your ad is covering, if they don't know how to reach you, they can't buy anything from you.

5.2.2 Attractive Ads

A great deal of time and effort has been expended trying to figure out whether ads were more effective if people liked or disliked them. Recently, the question has been resolved. People are 20% more likely to respond to an ad which they enjoy than to one which irritates them. They are also much more likely to enjoy an ad for a product they like, than to enjoy an ad for a product which they dislike. This raises two important considerations. First, you must have enjoyable advertising, or people won't buy your product. Second, you must have a high quality product, or you will get few repeat customers. Creating a universally enjoyable ad is difficult, but if you use your own reactions as a gauge, you should get good results. If you then show your completed advertising to five or six friends, you should have a good barometer. Of course, you must be certain that you are getting valid opinions, even if negative. If you don't know when you're wrong, you'll never get a chance to be right.

5.2.3 Becoming An Ad-Man Or How To Buy A BMW In 3 Easy Lessons

The techniques listed above are the basic requirements for advertising, and can

be used for anything from peddling pizzas to pushing Porsches. However, as in any other artistic endeavor (and good advertising IS an artform), there are no set rules or limitations. Examine ads in magazines and try to figure out why you like or don't like them, and then apply your findings to your own advertising. Try re-arranging the sample flyers provided on your PageSetter disk to see if you can increase their effectiveness. Whenever you create an ad, never let it rest at "Good enough". Always try to make your next ad better than your last, and you will be well rewarded for your efforts.

5.3 NEWSLETTERS

Up until now, we have dealt mainly with the advertising aspect of desktop publishing. There are a number of reasons for this. First of all, many people will want to use PageSetter exclusively for creating advertising material. Secondly, and more importantly, the skills you develop in advertising can be used very effectively in putting out a newsletter, writing a resume, generating a quarterly status report, making a presentation, or any other application you may have for printed material.

This section on editing will be presented from the viewpoint of putting out a small newsletter, but the techniques are applicable to any publication with a larger amount of text than a straight advertisement.

Pick up any newspaper, read it through and record your impressions. Pick up another newspaper, and do the same. You will notice that each has it's own distinctive "style". This is a combination of the typeface used, how the pages are numbered, the "tone" of the articles, the quality of the printing, the organization of the paper as a whole, and a myriad other tiny details. The cumulative effect of all these details is what allows you to tell the London Times from the National Enquirer, without every having to see the title on the front page. These details do not occur by accident. They are the result of editing. One of the biggest jobs an editor has is to ensure that the style and flavour of the paper is consistent from one issue to the next. He has to make sure that the spelling and grammar are correct, and conform to the paper's standard (is it honor or honour, programme or program?). He has to make sure that the articles published will be of interest to his readership. (An article on car repair which would do well in Popular Mechanics would be a failure in Scientific American) In general, the editor is responsible for co-ordinating

the efforts of all the staff and contributors to produce a high quality publication, interesting, error free, and on time.

5.3.1 Contributions

Editors are nothing without something to edit, just as a newspaper is nothing without any articles. To get articles, you need contributors. For a newsletter in a small club, you may find yourself hard pressed to find enough contributions to fill your newsletter. Even in a larger club, finding volunteers on a weekly or monthly basis can be difficult. In order to allay this, it is a good idea to get your newsletter officially sanctioned and supported by the club. This way, not only are you guaranteed financing (for duplication, etc), but you can offer small incentives from club funds for published contributions. You can also ask each of the club's executive to do a report for the newsletter, thereby ensuring a steady stream of articles. don't be afraid to ask people flat out for an article. Most people are flattered by the request. With a steady supply of material, you will soon find yourself with more work than you can easily handle. This leads to the next important function of the editor, delegating responsibility.

5.3.2 Expanding Your Newsletter

Once your newsletter grows beyond a certain size, it will grow beyond your capacity to edit completely and effectively. What this size is depends upon how busy you are, and how much time you are willing to put into the newsletter. However, even if you are completely committed to your newsletter, and have no other demands on you time, sooner or later, you are going to have to get help. In fact, paradoxically, the more committed you are, and the more time you devote to it, the faster your newsletter will grow, and the sooner you will need help. Giving up complete editorial control doesn't have to be painful. After all, you are already accepting outside assistance, in the form of contributing authors, and having more help means that you can devote more time to the things that matter most. Also, in your new role as editor in chief, you will retain the last word on what goes in, and what stays out. You will find that your newsletter will improve even more.

5.3.3 And In Supporting Roles...

Once you have decided that you need help with your newsletter, you must decide what sort of help you need. Obviously, you don't need the kind of support that the London Daily Mail or the New York Times require. However, you do need something. The amount of support you need is set by the type of paper you have, the frequency of publication, how many pages per edition, the depth of your pocketbook and a number of other factors. A large city daily requires the combined efforts of hundreds of people with dozens of varied skills to publish and distribute. Paste-up artists, reporters, editors and delivery boys all have their part to play. The number of people needed and the skills they have to possess is mind-boggling. Exactly which of these you need is a personal choice, based on all of the above considerations. As a general rule though, you can never have too much help. Here we shall discuss some of the more important jobs.

5.3.4 Columns And Regular Features

You already have the nucleus of the team you are building. This is your core of regular or semi-regular contributors. If you give certain sections in each issue (columns, in newspaper jargon) to certain people, you can create an inventory of regular features, which will start to attract more interest and more readers. Columns usually appear in the same place in every issue and deal with one subject. A column may include critical reviews on a certain subject (movies or restaurants, for instance), or merely serve as a soapbox for the columnist to air his or her views on whatever subject comes to mind. A computer club newsletter could have a column evaluating all the latest software. A high school paper might have an advice column along the lines of "Anne Landers" or "Dear Abbey". Each columnist would be responsible for gathering information, organizing it into a presentable form, and writing his or her column in a way which will attract and interest readers.

5.3.5 This Report Just In

Another important role on the staff of a newsletter is that of reporter. Unlike a columnist, who may include opinions or recommendations in his column,

a reporter usually gathers news on current events (called 'covering a story') and presents it to the reader without passing judgement on the facts. The perfect newspaper report (and the perfect newspaper reporter) is clear, concise and objective. Ideally, it should provide the reader with a second set of eyes and ears, to allow him to view the situation reported on as if he were there, and then pass his own judgements. A good reporter is worth his weight in gold to a newsletter. Of course, it is possible to have more than one good reporter, and if you are fortunate enough to have several, you can assign each one to a specific area. In a large daily newspaper, there are crime reporters, sports reporters, business reporters, and many more. Each one is responsible for finding newsworthy events in his or her field, and providing the public with an accurate picture of what happened.

5.3.6 Finishing Touches

Less glamorous than the reporter, but equally important, is the copy editor. This is the person who is responsible for ensuring that each edition goes to press error free and grammatically correct. If a story or column is too long, and needs to be shortened, it is the copy editor who does it. Before the days of the computer, the job of the copy editor could be extremely boring. Checking page after page of text for spelling errors is very tedious. Fortunately, computerization brings with it the promise of automatic spell checking (there are a number of excellent spell checker programs available for the Amiga, including GoldSpell from Gold Disk.) and the copy editors job has been made considerably easier. Of course, he must still search for grammatical errors, and those spelling errors which slip through a spell checker (spelling 'cat' as 'bat' for instance). For these reasons, the job of copy editor is best given to a well read, literate person, who enjoys reading. (especially someone who does crossword puzzles or plays word games like scrabble).

5.3.7 A Picture's Worth A Thousand Words

Another important member of the newspaper team you are building is the staff photographer. This person is responsible for taking all the pictures which will be featured in your newsletter. Whether photos of the winning model in a beauty contest, the opening of a new bridge or the remains of a car accident,

the quality of your photographs (and your photographer) reflects directly upon your newsletter. Unfortunately, finding a good photographer can be quite difficult for a small and growing newsletter. Photographic processing is expensive and photographic equipment is even more so. Professional quality photographers who work free are hard to find under any circumstances. However, this need not be a permanent stumbling block. There are a great many talented amateurs who can provide results with quality approaching that of the pros. Such people almost invariably have their own equipment, saving you the major expense of photography, and leaving only the cost of processing. If your photographer has his or her own darkroom, then even this is no problem. If not, your sponsoring organization should be able to provide the film and developing costs for enough pictures to get you by. If are fortunate enough to find a photographer who will work for free, and who has his own darkroom, hang on like glue. Such people are invaluable to your news team.

5.3.8 Taking Your Own Photographs

If you can't get someone to do it for you, you will have to take your own photos. This may seem like a daunting prospect, but with a little time and a modest investment, you can be taking quite passable photographs. At the lowest level, you can simply purchase a simple, fixed-lens snapshot camera. This will provide you with adequate photographs at a very low cost. With slightly more investment, you can get a 35mm reflex camera. You don't need to go for a flashy, power driven model with the works, a 'base' model will be more than sufficient. This sort of camera gives you much more flexibility in taking pictures than a snapshot camera, and can serve as an excellent introduction to basic photography. Photojournalism is a demanding, yet rewarding skill to develop. There is not enough room in this manual to provide a detailed introduction to photography. The subject can (and has) filled libraries. However, we do offer you this one piece of advice. Use black and white film. It produces better images when photocopied, is much less finicky, and is less sensitive to storage conditions (colour film deteriorates fairly rapidly, if not refrigerated). Remember, you have to convert it into black and white before you publish it anyway.

5.3.9 Getting Your Photographs Into Your Newsletter

Unless you are one of the lucky few blessed with a video camera and a digitizer of some description, you cannot enter your photographs directly into the Amiga. If you can't get your pictures into your Amiga, PageSetter can't print them out. Your best bet in this case is to create a box of the same size as your prints, and leave it empty. (You can use the Co-ordinate window in PageSetter to get the dimensions right.) Print the page out normally, and then attach the photographs before duplication. If you use a high quality photocopier, this method produces excellent results.

5.3.10 Alternatives To Photography

If you decide that the benefits of photography are outweighed by the disadvantages, that doesn't mean that your newsletter must be completely text. PageSetter includes a very flexible graphics editor, and an extensive library of clipart. Even if you are using photography, clipart has many advantages to be considered. Clipart does not limit you to what you can take a picture of, clipart can be tailored exactly to your needs, and clipart is much cheaper. You can simply use the clipart provided as is, modify it to suit your needs, or create your own clipart. With a little effort, you will find yourself turning out quite creditable drawings. If you find that you are doing a great deal of graphics work for your newsletter, you might consider getting someone with an artistic turn of mind to act as your on-staff illustrator. As with a good photographer, such a person is invaluable on the staff of your newsletter.

5.3.11 Publishing With Style

Every publication has a certain style to it. As discussed in the section on effective editing, this consists of the sum total of all the tiny details which make up every publication from Time to the Washington Post. Controlling these factors to make each edition crisp and consistent is what editing is all about. To this end, you should try to create a specific tone for your newsletter, and then stick to it. Spend some time and design a banner (the name of the newspaper on the front page is the banner). Create symbols (such as the little sun or rain clouds used in weather predictions) which belong to you and you

alone. Decide how much humour and flippancy to allow in your articles and columns. Punch regularly prints pieces which wouldn't get through the door at the staid Wall St. Journal. Decide what fonts will be used in the publication. Generally, you will want a large font for headlines, a smaller font in the same face for text, and an intermediate sized font for captions and general use. Resist the temptation to use four or five different typefaces in the same publication. This will only distract the reader from what is being said. The medium is not necessarily the message. That is not to say that you shouldn't use an unusual or striking font for a special purpose, but don't overdo it. Your eye-catching, custom made font will lose impact very quickly if it is used in every edition.

Advertising, if you have any, must be handled differently. You must make a decision on whether or not the ad fits the overall style you have chosen for your paper, and either print it as it stands, or don't print it at all. The advertiser has spent a lot of time working out what he feels is an effective ad, and will probably be quite upset if you re-arrange his work to suit your taste. Of course, if you decide not to run an ad, you could (And should!) tell the advertiser why it was not accepted, and how it will have to be changed to meet your standards.

Editing is a demanding task, and doing it with style is even more so. However, the rewards are well worth the effort. To see a publication through from concept to printing press is a great experience. To do it time and again, and do it well each time gives you a feeling few other endeavors can match. Desktop publishing gives you the tools you need. PageSetter makes it easy.

CHAPTER 6

REFERENCE SECTION

6.1 THE GADGETS

6.1.1 Page Selection Gadget

This gadget is used to select the page you wish to work on using PageSetter. Selecting the 'up' arrow will advance the page count to the next highest page. (Note that this is usually, but not necessarily by one.) Selecting the 'down' arrow will decrease the page count to the next lowest page. Clicking on the body of the gadget allows you to enter a page number directly. See also: Page requester.

6.1.2 BoxToFront And BoxToBack

These gadgets only affect the current box. They are used to put the current box in front of, or behind, all the other boxes on the page. In this respect, they are similar to the window Front and Back gadgets found on the Workbench. It is a good idea to click your boxes back and forth from back to front once in a while, when you are working on a page with a lot of boxes on it, to make sure that you haven't "lost" a box behind another one.

6.1.3 Grid, Ruler, Snap, Margins And BoxOutlines

These gadgets are all toggles. That is, clicking on them once turns them on, clicking on them again turns them off. They are all highlighted when selected, and darkened when de-selected

Grid turns the Artboard grid under the page on and off. You will find the grid invaluable when you are placing boxes on the page. It allows you to see exactly where each box is, and makes precise alignment simple. See also: Artboard menu.

Ruler controls the rulers which appear around the page. They are best used with the grid turned on, as the grid lines can be thought of as extensions of the ruler markings. See also: Artboard menu.

Snap causes all operations which are position oriented (move box, create box, etc.) to 'snap' to the nearest intersection of the grid. This function works whether or not the grid is displayed. Changing the size of the grid affects the positions which will be snapped to. (Every 1/2 inch, every 1/4 inch, etc.) Again, this function is very useful when accurate positioning is required, and speeds up precision operations a great deal. See also: Artboard menu.

BoxOutline is used to turn the outlines on the boxes on and off. Normally you should leave the BoxOutlines on to enable you to easily manipulate boxes. However, they may be turned off in order to see exactly how the completed page will look on paper, or to assist you in lining up the text in different boxes. When doing this, your are best off without the grid or grid snap, but with the rulers on. This gives an unhindered view of the text, while the coordinates can be used to give exact position information. Under normal circumstances, simply aligning the boxes will take care of this for you, but if you are aligning different fonts, or text and graphics, this technique is very useful.

6.1.4 Magnify

The Magnify gadget is used to set the page magnification that you wish to work with. There are 3 magnification levels available. Clicking Magnify advances one level of magnification, from none, to medium, to full, and back to none. It is usually easiest to work in medium magnify, since this allows you to see

almost all of a standard 8.5"x 11" page, while still retaining enough detail to see box contents. You may then zoom in to full magnification for fine work, or pull back to no magnification to get the overall impact of the page. See also: Page Position.

6.1.5 Page Position

The PagePosition gadget is unusual in that it changes with the level of magnification. It only functions in the medium or full magnification modes. The black area of this gadget represents the total area of the page being worked on. The white area represents the area currently displayed on the screen. In order to display different parts of the page, move the white area over the area you wish to see. For example, to display the lower left, the white block should be in the lower left hand corner of the gadget. See also: Magnify.

6.1.6 Box

This gadget is used whenever you wish to create a box. Clicking on this gadget will cause the mouse pointer to become a cross-hair. To create a box, position the cross-hair at the upper left of the area where you want to place the box. Press down on the left mouse button and hold it. Then move the mouse pointer until the box is the size you wish. Note that this gadget will only create one box at a time. To create another box, simply select the Box gadget again. Since boxes can be created and destroyed at will, and there is no limit on the number of boxes you can have, it is often a good idea to do a fast layout your page with empty boxes, before you start to fill them. Then, when you have a good idea of what you have to work with, you can fill the boxes. If all goes well, your page could be finished in the first five minutes! If not, the power of PageSetter lies at your disposal. See also: Box requester, QuickText, Paint, Write.

6.1.7 QuickText

This gadget enables you to enter text into the current box. If there is no current box (i.e., you have not yet created a box) then QuickText has no effect. When this gadget is selected, you will be given a requester with a string gadget in it. Click the mouse in the string gadget, and enter your string, up to 100 characters. When the text is complete, click on 'OK'. If you do not wish to enter the string into the box, click 'Cancel' instead. This function allows the use of enhanced text with the following commands.

Command	Function
<code>\b</code>	Bold
<code>\i</code>	<i>Italics</i>
<code>\u</code>	<u>Underlined</u>
<code>\r</code>	Reversed
<code>\s</code>	Shadowed
<code>\o</code>	Outlined
<code>\n</code>	Revert to normal text.
<code>\-</code>	Soft Hyphen
<code>\p</code>	End of Paragraph

These commands are invoked by including them in the text, in front of the word or words you want the enhancements made to. They may be turned off either by including the command again, or by using the 'n' (normal text) command. Note that several of these functions are specific to PageSetter, and are not available on other Amiga word processors. However, you can insert any of these commands into any text file intended to be read into PageSetter, and they will be recognized and used.

The main use for enhanced text styles is to make a piece of text stand out. They are all used in much the same way, but there are subtle differences. Which style you use depends on what message you want to convey, and on the style used in the rest of your document. The main rule is to be consistent. If you decide to use bold text for headings, use it throughout, don't switch to underlines halfway through.

Text created using QuickText is treated just as normal text is, and boxes filled with QuickText may be linked, unlinked or edited normally. See also: Box gadget, Box menu, Write gadget, Edit gadget, Link gadget, Unlink gadget.

6.1.8 Write

Whenever you exit the text processor, the text which you were editing at the time you exited is stored 'under' the Write gadget. At any time, you may write this text into an empty box by selecting the Write gadget. The mouse pointer will become a pencil, which you may then click in the box you wish to fill with text. If you do not click in a box, but do click within the margins and/or columns set up on your page, an autobox will be created. This box will be as wide as the columns or margins allow, and as long as is possible before the box intersects the bottom margin or another box. If you click the pencil entirely outside of the columns and margins, or if there is no text stored under this gadget, it has no effect. See also: Paint gadget.

6.1.9 Paint

The use of the Paint gadget is similar to the use of the Write gadget, except it works with graphics. The information stored 'under' this gadget is in the Paste buffer which was clipped in the graphics editor. If you click outside of the columns and borders, or if there is nothing stored under this gadget, it has no effect. Unlike the Write gadget, the Paint gadget retains the image it contains after you have used it. This means that you may use it again if you want multiple copies of a piece of clipart. See also: Write gadget.

6.1.10 Edit

Selecting this gadget takes the contents of the current box, and moves it (and you) into the appropriate editor. If you enter the graphics editor, the clipart in the current box will be in the Paste buffer. If you enter the text processor, the text in the box or linked chain you have chosen will be placed in the editor's buffer. This option is most useful when you are trying to achieve a certain "look" on a page, and you want to try a number of variations to achieve it. Using edit, you can easily put something in a box, look at it, and modify it any number of times, until you find the effect you are looking for.

6.1.11 Mop

Mop is used to remove the contents of a box (or a linked chain of boxes) without destroying the boxes themselves. To remove an article or a piece of clipart, click on the Mop gadget. The mouse pointer will become a mop (appropriately enough). Move the pointer to the box (or a box in the chain) that you wish to delete, and click the left mouse button. PageSetter will then display a requester asking if you are sure you wish to delete the contents of that box or chain. Selecting yes will delete the box's contents. Selecting no will cancel the operation.

6.1.12 Link

This gadget allows you to link two text boxes together. Selecting it will change the mouse pointer to a pair of linked boxes. Clicking it within another box will link that box to the bottom of the current box. If the box selected is in the middle of a chain, this gadget has no effect. The current box must be a single box, or the bottom box in a chain, or this gadget has no effect. Link is one of the most powerful operations in PageSetter. You can use Link to format a large article through a number of boxes, without having to worry about reformatting everything whenever you make changes to the text. It is often very effective to lay out the boxes and link them before you write text into them, and then dump the text in one operation. This allows you to set up your page as you want it, without being distracted by the actual words of the article. Then, you can make any necessary changes to the layout of the page to suit the text.

6.1.13 Unlink

This gadget unlinks the boxes of a linked chain. Selecting it turns the mouse pointer into a pair of boxes with a broken link. Clicking the pointer in a box in a linked chain separates the chain 'above' the selected box. It is often useful to isolate a piece of text in its own box, and then unlink it. This technique can be used when you want to use a different font for titles or headings or when you want to have a section of text start at a particular point (for instance, the top of a column or page). To do this, make a chain of at

least 3 boxes. Size the first box so that the text you wish to isolate starts in the second box. Then size the second box so that the text to be isolated ends in that box, and Unlink the second box from the first (by selecting Unlink and clicking in the second box) and the third box from the second (repeat the process with the third box). The article will "flow" around the middle box, which can then be changed to suit your taste.

6.1.14 NextBox And PreviousBox

These gadgets allow you to follow the course of an article through the linked chain which holds it's text. Nextbox moves you down one step in the chain, PreviousBox moves you up one step. PageSetter automatically adjusts the page number and the screen position as necessary to display the current box. These gadgets are useful for "proofing" an article after you have finished formatting it.

6.1.15 Graphic Adjust

This gadget is used to position a piece of clipart within it's box. Clicking on any of the arrows will move the clipart one pixel in that direction. Clicking on the center of the gadget will 'home' the clipart (restore it to it's original center-point). It is usually a good idea to make the clipart's box slightly larger than the clipart when you do this. This avoids having to size the box larger while trying to position the clipart properly. Using Magnify mode will give you more control of the final result. See also: Paint gadget, image editor.

6.2 REQUESTERS

6.2.1 Colour Adjustment

This requester is accessed through the Preferences menu. By sliding the knobs in the three colour gadgets, you may set the amounts of red, green and blue which comprise the colour of the ink, the paper, or the grid. It is often a good idea to set the paper colour to match the colour of the paper which you will be printing on. See also: Colour menu.

6.2.2 Box Requester

This requester contains various gadgets which may be used to set the attributes for either the default box (the box which will be created whenever the Box gadget is used) or the current box. You may call up either requester by using the Box menu. The gadgets and their effects are.

Transparency: Makes the box "see through". That is, if this box is placed over another box, the contents of the covered box will still be visible, and will seem to overlap the contents of the covering box. This effect is most useful when putting text close to graphics, or when placing many boxes close together.

Shadow: Selecting this gadget causes a shadow to be displayed around the right and bottom edges of the box. Note that selecting Shadow automatically deselects Transparency. Transparent boxes do not cast a shadow.

Background: This selects the background texture used in the box.

Border: This selects the border used around the box. It is recommended that you have a border on all shadowed boxes. (Much of the shadowing effect is lost, otherwise.)

Justification: The four justification gadgets allow you to choose how your text will be displayed within the page. You may choose flush right or left, justified (both sides even) or centered. Only one of these gadgets may be selected at any one time. Selecting another automatically deselects the previous choice. Normally you will want left justified or flush formatting.

Centered is best used for headers, titles, banners, and similar text.

TopMargin and LeftMargin: These gadgets contain the values (in inches or picas) for the borders of the box. PageSetter will automatically adjust any value entered into these gadgets to correspond to the smallest possible increment of space on your printer. You can safely ignore these parameters if you don't have any borders on your box, since nothing will be printed there anyway. If you do have borders, PageSetter will supply suggested margins, but you are free to change these as you wish. With thicker borders, you will want larger margins.

Font: Choosing this gadget causes the Font requester to pop up. You may then use the up and down arrows in the requester to select the typeface and font height you desire. PageSetter is compatible with all fonts usable by the Amiga. For large bodies of text a font of about 12 points will show up clearly. (Ruby gives a good, solid appearance. Diamond has a classy, sophisticated look.) For footnotes or fine print, an 8 point font gives good results (Topaz works well in most cases). Titles, headings etc. are usually at least 15 points, and may go much larger, depending on application. Font choice is also depends greatly on what your purpose is. You may wish anything from a large Ruby font, to an intricate Emerald. Your taste and goals must be your guide.

Leading: This gadget sets the amount of leading (space between lines of text, measured in points) within the box. Most fonts use a leading of zero, however, you may wish to increase it, to make your text more readable, or to make a small amount of text fill a larger area.

Border Position gadgets: These three gadgets allow you to chose where the borders of your box will be displayed. The options are: all around, top and bottom only, or sides only. Only one of these gadgets may be selected at a time. Selecting another automatically deselects the previous choice. Normal use (putting text within a visible border) demands that you use borders on all four sides. However, you can use empty boxes with either horizontal or vertical borders to generate horizontal or vertical lines. If you want two identical lines, just set the box to transparent and/or move it behind all the other boxes, and size it appropriately. If you only want one line, cover one of the borders with an opaque, empty box. There are many more applications for borders.

Tracking gadget: The tracking gadget allows you to select the maximum allowable space (in points) between letters and words when using the Flush justification mode.

6.2.3 Page Requester

The Page requester is used to set the attributes of either the default or the current page, depending on your selection from the Page menu. The Page requester contains gadgets which will allow you to choose one of four standard page types (Standard 8.5x11, Legal, A4 or B5). Selecting any of these gadgets will automatically set the page size, and give you a recommended column size. You may also set your own, custom page by clicking within the page size gadgets, and entering your own figures. Maximum page size is 8.5"x14". Minimum page size is 2"x1". The Page requester also contains gadgets to set the right, left, top and bottom margins, and to set the number of columns and their widths. PageSetter automatically adjusts these numbers to correspond to the pixel size of your printer. Pagesetter detects and warns you of any illegal input (eg, column widths wider than the page).

6.3 THE FILE SELECTOR

The file selector is used whenever PageSetter requires you to enter a file name. This occurs when you load or save a document, ClipArt screen or text file. The file selector will automatically display a list of all the files in the current directory (drawer). If you wish to examine another disk simply insert the disk, click in the "Drawer" gadget and type the name of the disk or the drive specification (i.e. "df0:"). Upon hitting RETURN PageSetter will load the directory and list the files. There are two ways to examine a sub-directory: click on the directory name in the file window (directories are designated by "<DIR>" after the name) or click the "Drawer" gadget and type the directory name.

You can use the arrows or the slider on the right hand side of the window to scan the list of file names. To select a file simply click on the name or type it's name in the "File" gadget. To execute the operation (load or save) click on "OK". To abort the operation, click on "CANCEL".

CHAPTER 7

HELPFUL HINTS

PageSetter is a very powerful and complex program, and it would be impossible to list all of the possible tricks and techniques which can be used to produce the best possible results. However, within the limits of space, we have provided some of the more useful procedures here. Also included in this chapter is a section on memory management. Read this chapter carefully, since it will save you from having to 're-invent the wheel' and allow you to produce sophisticated publications right off the bat.

7.1 FORMATTING ARTICLES

Whenever you have a long article to put onto your page, it is a good idea to lay out the general appearance of the page, in full size mode, with empty boxes. Then, when the overall layout is complete, link the boxes together and Write the text into the chain. You will find that if you start at the beginning of the chain, and link the boxes in order through to the end, you will be able to do it quickly and effectively (again, this is best done in full size mode). The Link command was designed to be used in just this way.

7.2 ALIGNING BOXES AND THEIR CONTENTS

Once you have your article on the page, you will want to align it exactly the

way you want it to appear on paper. This is best done in two steps, to guarantee correct positioning overall, and also at the pixel level.

First, go to medium magnify mode, and align the boxes as closely as possible at this level (use the QuickMove option to speed this up). At the same time, ensure that the overall appearance of your page is correct. Then, when you have completed this move to maximum magnify and adjust the boxes precisely. For easier positioning of text you should have the QuickMove option turned off.

7.3 SPECIAL EFFECTS WITH BOXES

Boxes were designed as simple devices to hold and locate text and graphics. However, experience with PageSetter shows that, with a little imagination, they can be used for much more. For instance, you can use an opaque, empty box to cover up another box or portion of another box. You can do this to hide a portion of a ClipArt, to temporarily 'hide' a section of the page, or any of a number of other things. Similarly, you can use the box enhancements to add special elements to your page. You can put a border around an entire portion of your display (for instance, a coupon at the bottom of a page) consisting of many boxes simply by making an empty, transparent box with the border of your choice and putting it over the entire section that you want bordered. You can also use empty boxes with only vertical or horizontal borders to separate columns, provide lines to emphasize a section of your page, or for any other purpose you might discover. Or, you can use empty, borderless boxes with various backgrounds to provide shading effects. Boxes are best thought of as general purpose display control tools, rather than simple text and graphics containers.

7.4 SEPARATING HEADERS AND TITLES

When laying out an article you will usually want to include titles, section headers, captions, etc. in the text when you create it. However, when you display the article, these components should be separated from the main body of the text, and possibly shown in a different font or typeface. In order to easily isolate such features, you should use the following technique: Your article should be written into a chain of at least three boxes. If you have

fewer boxes in your chain, use the Link gadget to add more. Then, size the first box in the chain so that the text you want to isolate starts in the second box. Then size the second box so that only the text to be isolated is in that box. Then, Unlink the second box from the first, and the third box from the second. If you have followed this procedure correctly, you will be left with two chains of boxes containing the original article, minus the header or title which you isolated. The header or title will be displayed in it's own box. You can then change the box attributes to display it's contents as you like. Resizing any of the boxes in the chain will now have no effect on this box. You can also use this technique to remove sections of your article, by isolating and then discarding (Mopping or Deleting) the unwanted text.

7.5 GRAPHICS EDITOR HINTS

When you load an IFF graphics file (the standard Amiga graphics format) into the graphics editor, the graphics editor automatically adjusts it so that it may be displayed in PageSetter. Colours are translated into shadings, pictures which are 320 pixels wide are doubled, and the bottom half of interlaced (hi-res) pictures is discarded (eg, only the top 200 pixel rows are read into the graphics editor). However, this processing does not always give the best results for displaying graphics. For the best effects you should create or use clipart specifically intended for PageSetter. That means you should use 640x200 pixels resolution (medium resolution) and one bitplane (black and white). Also, you must remember that there is a difference between the aspect ratio of the screen and that of the printer. This difference means that ClipArt will be slightly distorted when transferred from the screen to the printer. You can get around this by using the Clip 5:4 option, which expands the ClipArt vertically, to match the aspect ratio of the printer (note that the ClipArt will look slightly stretched vertically on the screen). You can improve the appearance of the ClipArt by pasting it back down in the Graphic Editor at 1:1 and touching up the horizontal lines which are thickened by the stretching. Then use the Clip 1:1 option to move the ClipArt into PageSetter.

7.6 AUTOBOX HINTS

Use columns and the Autobox function whenever you are creating a single text or

graphics box. You will find that this will speed up your work considerably. Using Autobox requires two operations; clicking Write or Paint and then clicking the mouse within a column. The alternative requires 5 operations; click Box, create and size the box, click Write or paint and then click in the box just created. You would then have to position and re-size the box to fit your page. It is much easier to use Autobox. However, when formatting large articles (as described above) it is faster to create and link the whole chain before spilling text.

If you are sizing a box you can abort the size operation by moving the mouse over the gadgets or the menu bar before releasing the mouse button.

If you think you have 'lost' a box, try turning the rulers off. The rulers are shown over the Artboard, and a small box could be completely hidden behind them. If this doesn't work, you should systematically go through all the boxes on your page, and move them to the back, just to be sure that the lost box hasn't been hidden behind a larger one.

If you aren't sure where your article ends, use the NextBox gadget to get to the last box in the article's chain. Then check to see if that box has the 'More' gadget in the lower right hand corner (it looks like a small box in the lower right hand corner). If it is there, then you will have to make that box larger or link another box to it to display the rest of your article.

If you are just lining boxes up roughly, you will probably find it advantageous to use the QuickMove option in the Preferences menu. This option moves only the box outline, and not the contents. For this reason, it is much faster than normal box movement, as well as using less memory.

7.7 PRINTER LIMITATIONS

Many printers take 8.5 x 11" tractor feed paper, but will not actually print past the 8" mark when used with the Amiga. If you find that your printer will not produce output beyond the 8" mark you will have to adjust your boxes to fit within 8".

7.8 MEMORY MANAGEMENT

PageSetter is a large program, and it manipulates quite a large amount of data. For this reason, it is a good idea to keep a close watch on the amount of memory you are using. For instance, if you are using a second disk drive, you automatically lose 20K of memory. This memory is required by the disk drive for data buffers etc.. Also, much of the memory PageSetter uses is used by the Amiga coprocessor chips which can access only the lower 512K (CHIP memory) on the Amiga 1000. This means that you can still get a Low Memory warning if you have a two megabyte expansion card, especially if you have a great many boxes displayed at once. A box may require as much as 95K of temporary memory while moving. You can use QuickMove to reduce this considerably. Note that if there is insufficient memory to display the box contents while moving, PageSetter will automatically put you into QuickMove mode.

If you find that you cannot exit from the graphics or text editors, it means that there is not enough memory left to allocate the text or graphics buffers required. If this happens, you can usually get back to PageSetter by clearing the Clip buffer or the Paste buffer. (In the graphics editor, you can clear the Clip buffer by making a tiny, empty frame and Clipping it.). If all else fails PageSetter will save you document under the file name "Emergency.save" and terminate. If this happens you should re-run PageSetter, load "Emergency.save", and Rename it to the desired document name.

If you find that you cannot bring up the Save As function, it means there is not enough memory to bring up the Save As requester. However, you can duplicate this function by Renaming (which requires less memory) followed by Save (which takes no extra memory at all).

PageSetter is designed to be used in a multi-processing environment. That means that you can run other programs at the same time you are running PageSetter. However, doing this uses up memory, and may cause PageSetter or the other program(s) to crash unexpectedly through memory conflict. To avoid this, you may have to forgo running PageSetter with other pieces of software, especially memory intensive programs. More importantly, **SAVE YOUR WORK OFTEN!!!** Most importantly, save your work as soon as you get a Low Memory warning. This will avoid serious setbacks not only if the system runs out of memory, but also if there is a power failure, lightning strike, earthquake, nuclear war or other disaster. If you save every hour, you can lose only one hour of work. If you save every fifteen minutes, you lose only fifteen minutes

work. Also, it is important to keep multiple back-ups of your work. If something happens to one disk, you will still have the back-up.

If all the above warnings sound serious, be reassured that the situation is not as bad as it seems. Most low memory will be caused by a lack of contiguous CHIP memory. This means that the program requires a chunk of memory of a certain size, and all in one piece. There may be lots of memory left to use, but not in a large enough block. To help you avoid problems caused by this situation, PageSetter provides you with a Memory Clean-up function in the Preference menu. Simply select Memory Clean-up whenever you get a low memory warning, (after you save your work) and PageSetter will refresh itself so that the largest possible memory blocks are available for your use. PageSetter also does this whenever you exit the graphics or text editors. With reasonable care, you should be able to avoid all low memory problems.

APPENDIX A

A GLOSSARY OF PRINTING TERMS

This section contains a list of many of the technical terms used by printers and typesetters in their business. Many of these terms have been handed down from Gutenberg's day, and not all are directly applicable to desktop publishing. Others refer to procedures taken care of automatically by PageSetter, which you don't have to worry about. Still, it is interesting, and often helpful to know what is happening 'behind the scenes'. A deeper understanding of the techniques and processes of printing will help you produce crisp, professional results.

A.1 ASPECT RATIO

The aspect ratio is the relationship between the height of a pixel and its width. This is important in Desktop Publishing because the aspect ratio of the screen, and that of the printer are not the same. For this reason, what is square on the screen will be slightly elongated horizontally on the printer (by a factor of 5:4). Similarly, what is square on the printer will seem slightly squashed on the screen (again by a factor of 5:4). This is not too important when dealing with fonts, but is very important when dealing with graphics. For this reason, PageSetter allows you to create graphics of either aspect ratio (screen or printer) and have them print out properly. (This option is in the Clip and Paste options of the Frame menu in the graphics editor.) If you can, you are better off to allow for the change in aspect ratios, and create your clipart to print properly, rather than display properly (after all, printing is

what this program is all about). This avoids the slight distortion caused when PageSetter uses the 5:4 scaling, and produces crisper pictures. See also: Pixel

A.2 BOLD

Bold indicates that a font has been modified to have a heavier, denser look. It is typically used for headings, or to make a section of text stand out from its surroundings. Bold mode may be invoked by entering a 'b' into the text before it is displayed. See also: Stroke Weight, Style, Shadow, Plain, Outline, Underline, Italic, Reverse.

A.3 CLIPART

Clipart is the term used to refer to computerized images which are stored on disk, ready to be 'clipped' out and incorporated into the user's publishing. PageSetter uses clipart stored in the IFF format, which is the standard used for graphics files on the Amiga system. This means that files created on other Amiga graphics packages, such as Aegis Images or DeluxePaint may be incorporated into PageSetter with no difficulty. In order to create usable clipart on an external graphics package, you should create it in medium resolution mode (640x200). You can use low resolution (320x200) but the clipart will be squashed. For best results, you should use only one bitplane (black and white mode). PageSetter will grey-scale colour images, but they may look very different when printed.

A.4 EM

An em is one of the basic measures of type width. Unlike the point or the pica, which are absolute the em is a relative measurement. It is defined as the width of the capital 'M', in the font being used (The capital 'M' is usually the widest letter in any font). See also: En, Thinspace, Pitch.

A.5 EN

An en is another basic measure of type width, being equal to the width of the letter 'N' (or 1/2 of an em). This is a relative measurement (unlike picas and points, which are absolute measurements), and is related to the pitch of the font being referred to. See also: Em, Thinspace, Pitch.

A.6 FACE

Technically, "face" refers to a particular style of type, while "font" specifies not only type style, but also type size. Emerald, Ruby and Topaz are all faces. See also: Font.

A.7 FONT

A font is a particular size and style of type. eg. Emerald 20 designates the Emerald typeface, with a height of 20 points. Note that two different fonts may have the same height (eg, Topaz 12 and Ruby 12), but different widths. In modern parlance, face and font have become almost interchangeable. See also: Point, Face.

A.8 ITALIC

When a character is printed in italics, it means that it has been modified from the normal font to slant to the right. Italicized characters look as though the tops of the characters had been pushed to the right. Italics are usually used for emphasis in a body of text. You may set italics in PageSetter by include a 'i' within your text See also: Style, Plain, Bold, Outline, Underline.

A.9 JUSTIFICATION

Justification indicates the way text is formatted on each line. Justification can be flush left (left side is even, right side is ragged), flush right (left side is ragged, right side is even), centered (text is centered, both sides ragged), and justified (both sides even). Normal text is flush left or justified.

A.10 KERNING

Kerning is the practice of arranging letters so that they fit as closely as possible, to eliminate white space and make the text more readable.. This involves looking at the relationship between each of the two letters, since some letters may be placed closer together than others. For instance, 't' and 'o' (as in 'Top' or 'Tomorrow') may be overlapped slightly, while 'e' and 'q' (as in 'equine' or 'equivocal') may not be overlapped. See also: Micro-justification.

A.11 MICRO-JUSTIFICATION

Micro-justification is similar to kerning, except that letters do not overlap. Rather, the spacings between letters are adjusted between a minimum of zero, and an arbitrary maximum, to achieve justification. In PageSetter, the maximum spacing is user specified. The minimum spacing is always zero. See also: Kerning.

A.12 NORMAL

See Plain.

A.13 OUTLINE

Outlining is an enhancement which may be made to text in PageSetter. Outlining is not a standard Amiga enhancement, and may not be available outside of PageSetter. You may invoke outlining by including a 'o' in your text before the text you want outlined. A 'n' turns outlining off (returns to plain text) See also: Style, Underline, Italic, Bold, Shadow, Plain, Reverse.

A.14 PICA

The pica is one of the two basic measurements used in typesetting (the other one being the point). The pica almost precisely equal to 1/6th of an inch. PageSetter treats picas as being exactly equal to 1/6th of an inch. The pica is an absolute measurement (it's length is invariant), unlike the em, the en, and the thinspace, which are relative measurements. See also: Point, Em, En, Thinspace.

A.15 PITCH

Pitch is the term used to describe the horizontal width of a font, in terms of linear inches. For instance, a 10 pitch font would allow 10 consecutive characters per linear inch. Note that the pitch is not related to the font height (which is given in points), but is completely separate.

A.16 PIXEL

A pixel (PICTure ELe ment) is one dot on the display screen. PageSetter uses the Amiga's medium resolution mode which is 640 pixels across, and 200 pixels high. When in maximum magnify, one pixel on PageSetter's page is one point high. See also: Point

A.17 PLAIN

In the Amiga system, plain refers to text which has not had any enhancements made to it. In PageSetter, plain (or normal) mode may be invoked by imbedding a 'n' into any text before it is written into a box. This is used to turn off any enhancements which may be turned on. One 'n' will cancel all enhancements currently invoked. See also: Style, Outline, Underline, Bold, Italic, Shadow, Plain, Reverse.

A.18 POINT

Point is one of the basic measurements used in typesetting. A point is equal to 1/12th of a pica, or approximately 1/72 of an inch. Font height is measured in points. (For instance, Ruby 15 indicates the Ruby font at a height of 15 points.) In PageSetter, in maximum magnification, one pixel is one point high. See also: Pica, Font, Pixel.

A.19 REVERSE

Reverse is an enhancement which can be used to have a standard Amiga font print 'backwards'. That is, white becomes black, and black becomes white. Reverse is exclusive to PageSetter, and may not be available on other Amiga packages. Reverse mode may be invoked by imbedding an 'r' into any text file which is to be displayed in PageSetter. See also: Style, Outline, Underline, Bold, Italic.

A.20 SHADOW

Shadow an enhancement mode which gives a standard Amiga font a 3 dimensional look, by having it appear to cast a shadow. Shadow is exclusive to PageSetter, and may not be available on other Amiga packages. Shadow mode may be invoked by imbedding a 's' (backslash 's') into any text (either in QuickText or in the text editor) See also: Style, Outline, Underline, Bold, Italic, Reverse.

A.21 STROKE WEIGHT

Stroke Weight refers to the thickness of the lines which make up the characters in a font. A bold font (or text which has the bold enhancement) has a heavier stroke weight, and therefore a darker appearance, than a normal font.

A.22 STYLE

Style indicates the enhancements made to a font in PageSetter. The various styles are Plain, Bold, Italic, Underline, Outline, Reverse and Shadow. Of these, Outline and Shadow are only available under PageSetter. The styles may be turned on by placing a " (backslash) followed by a letter in front of the text you wish enhanced. Placing the enhancement command or a 'n' after the enhanced text will return the text to normal mode. The different styles may be combined freely, but not all combinations produce attractive results.

A.23 THINSPACE

The thinspace is one of the relative measures used in typesetting, and is usually equal to one half an en. See also: Em, En.

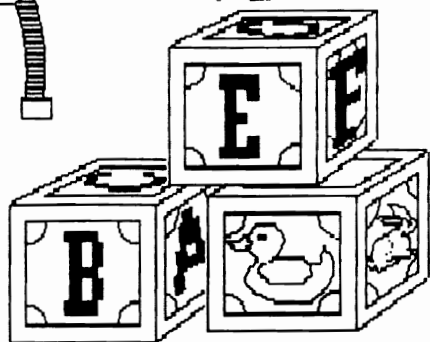
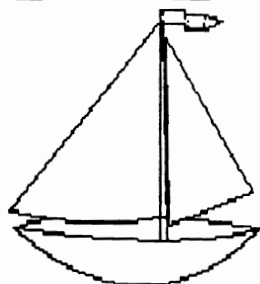
A.24 TYPEFACE

See Face.

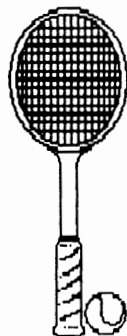
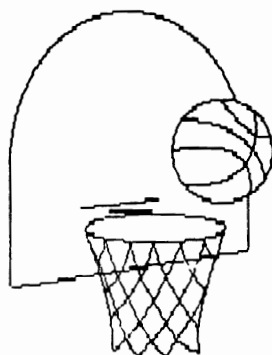
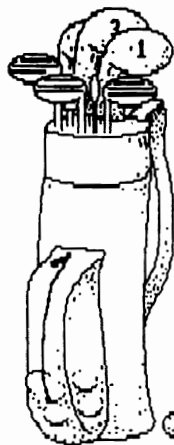
A.25 UNDERLINE

Underlining is a text enhancement made under the Amiga system. In PageSetter, underlining may be invoked by using the 'u' command before the text you wish underlined. Using the 'n' command after the underlining will return the text to normal. See also: Style, Outline, Underline, Italic, Bold, Shadow

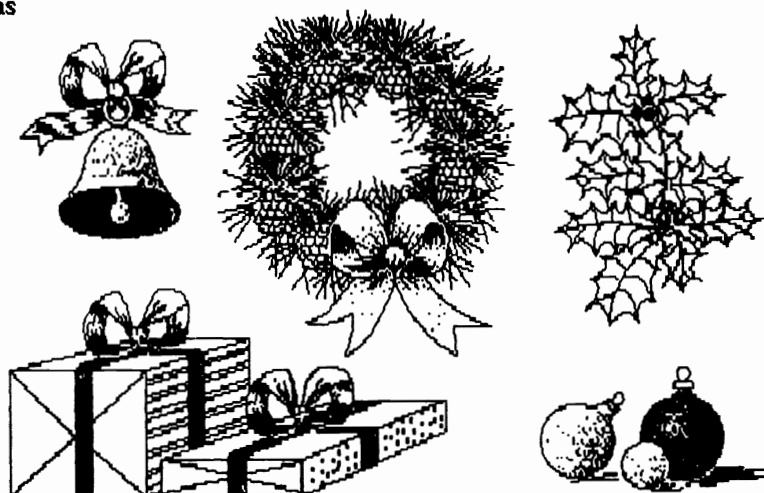
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sports



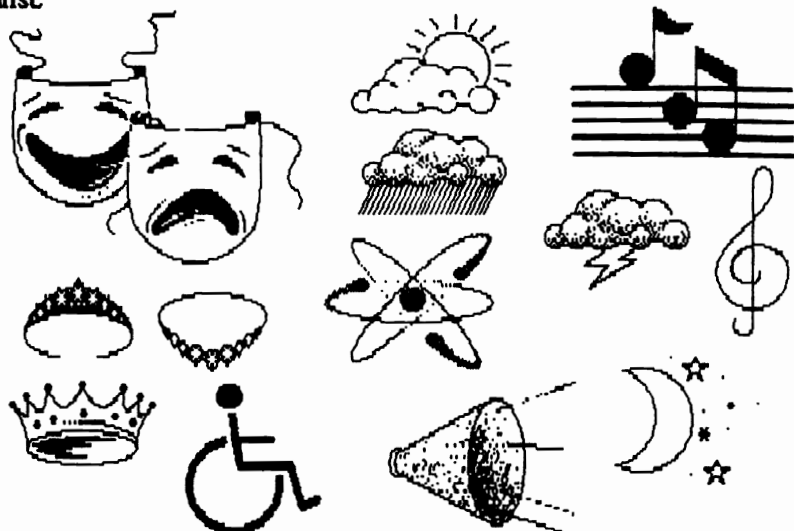
xmas



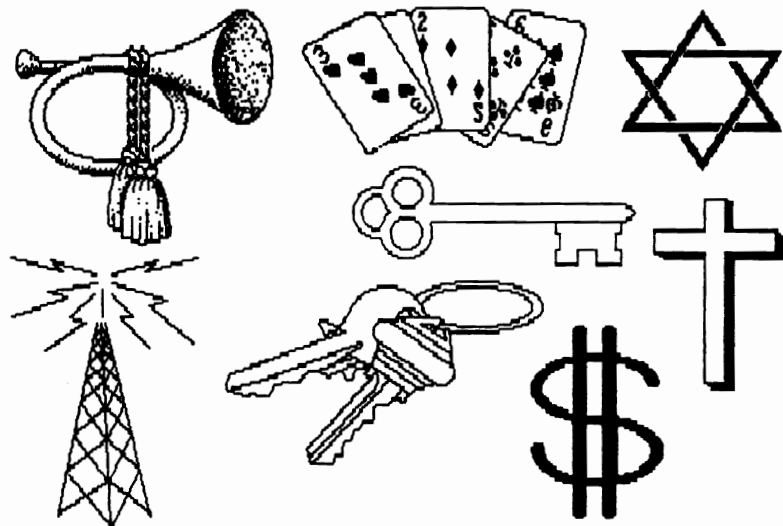
xmas 2



misc



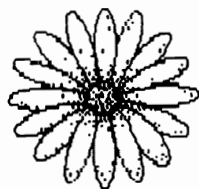
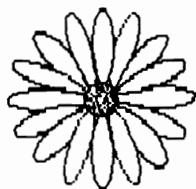
misc 2



fall



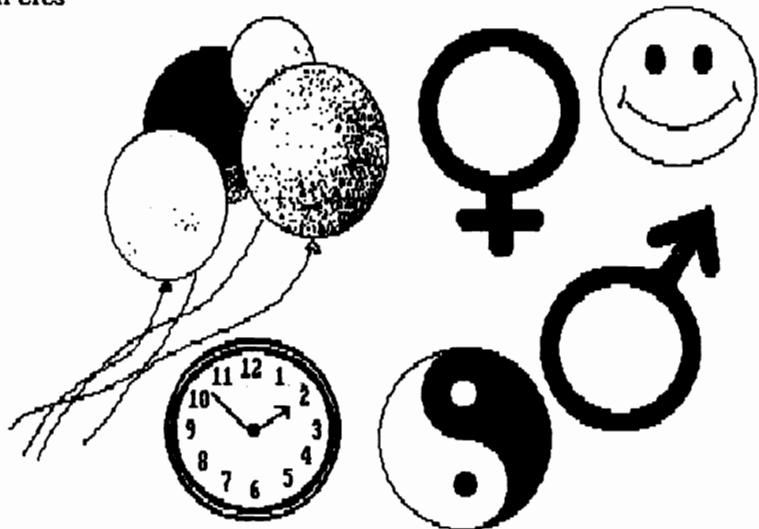
flowers



critters



circles



food



celebrate



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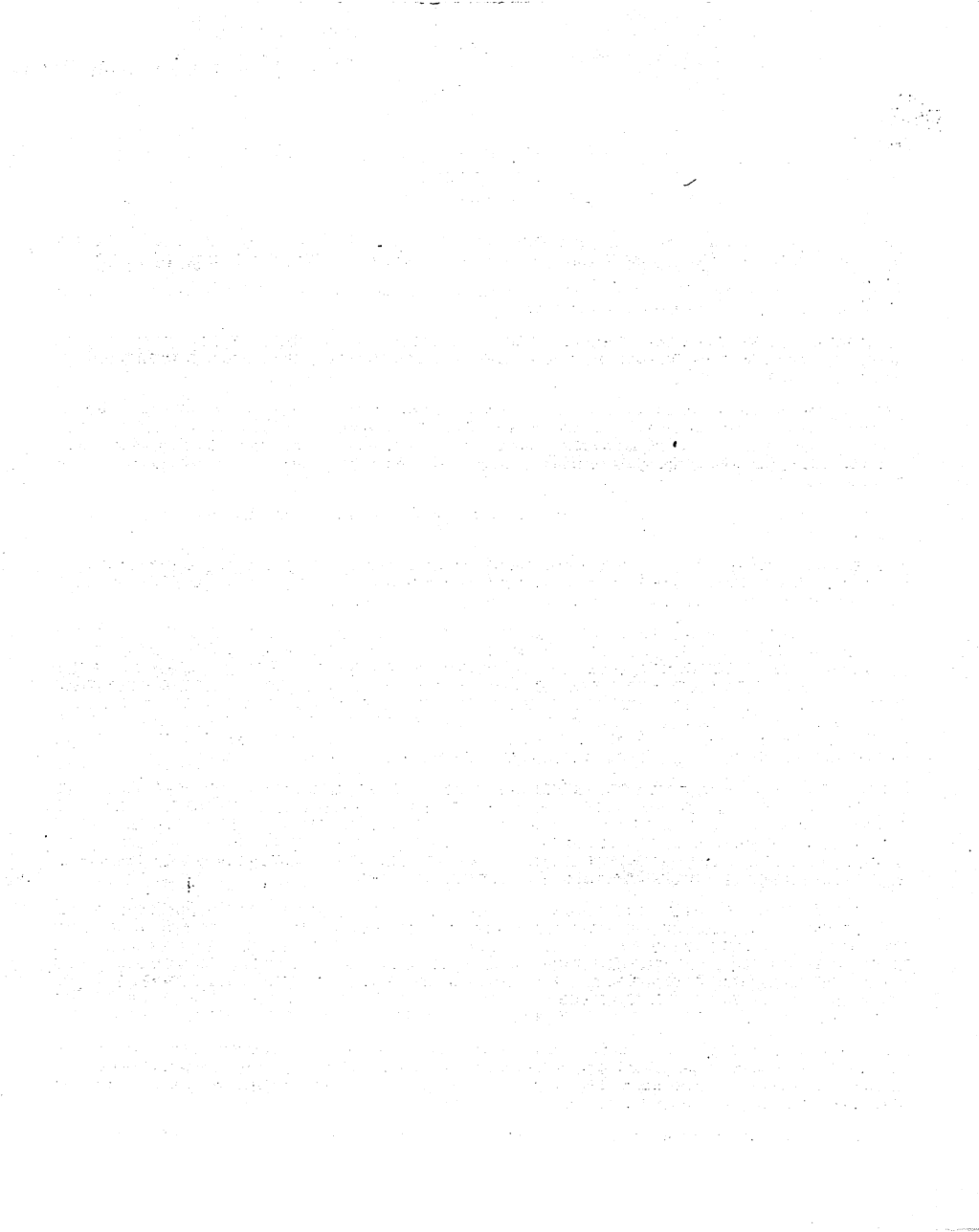
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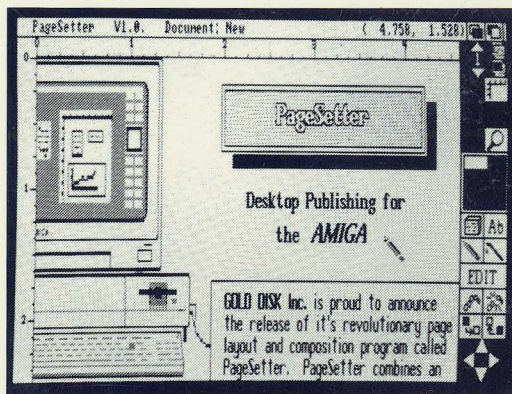
PRINTED IN CANADA

Program by Kailash Ambwani & Arno Krautter

PageSetter

Desk Top Publishing Software for the Amiga

Welcome to the exciting world of Desk Top Publishing with PageSetter, the page composition and layout program for your Amiga. With PageSetter you can mix graphics and text in a variety of styles and fonts to create professional quality reports, forms, newsletters, flyers and more.



Here are some of PageSetter's features:

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- Works with text and graphics from other word processors (e.g. Scribble!, TextCraft) and graphic programs (e.g. Deluxe Paint, Aegis Images).
- Supports multiple page documents with variable page sizes and formats.
- Prints text in a variety of fonts, styles (outline, shadow, bold, etc.) and justifications.
- Blocks of text or graphics may be enhanced with a variety of borders and shadings.
- Includes an extensive library of drawings and illustrations.
- Prints on any printer in Amiga preferences.



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